

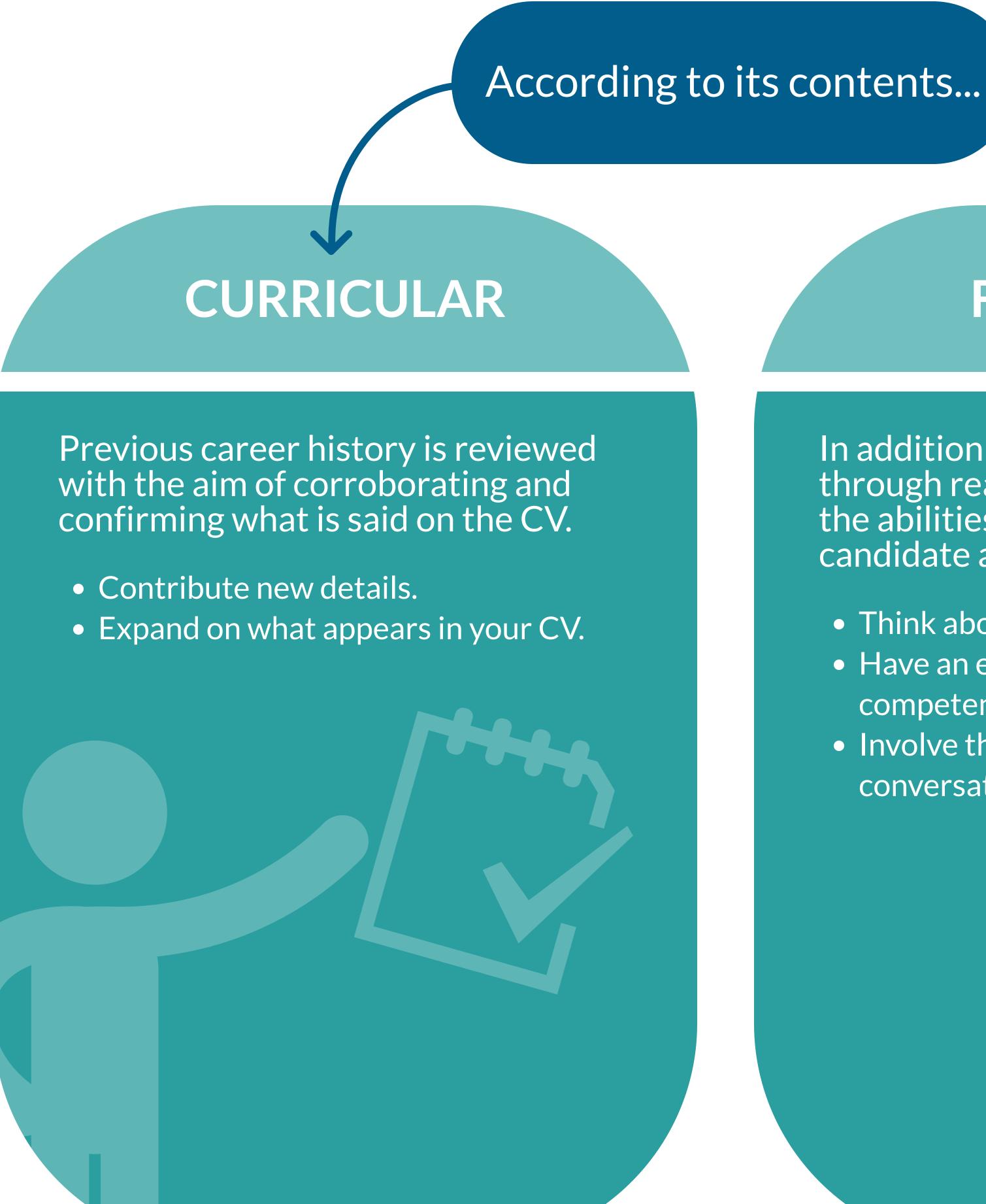
TYPEOFINTERVIEWS

Find out how to deal with them

Almost all selection processes use the interview as a way of filtering candidatures or for making the final decision on the person chosen to fill a vacancy.



Do you want to know how to act in each one of them?



In addition to the knowledge,

through real or fictitious situations,

FOR SKILLS

the abilities and attitudes of the candidate are evaluated. • Think about the skills in advance. Have an example for each key

- competence required for the workplace.
- Involve the other person in the conversation.

DIRECT Specific questions are askedwith The weight of the interview falls on the the aim that the person argues a candidate. The person interviewing case, give figures, cites products, asks one or two open questions and

According to the style

of the questions...

 Highlight your knowledge and experiences. • Introduce your skills in the conversation. • Remember that it must be specific. In this type of interview, accuracy is valued.

indicates achievements etc.

department.

you say it.

GROUP DYNAMICS

• Show the competencies required to reach

a consensual solution: negotiation,

flexibility, influence etc.

This could involve an activity or the

effectively.

and your skills.

 When preparing, try to identify what might be the key information on which the interviewer will make a decision. • Make a measured response, not too long or too short. If it's helpful, put it down in

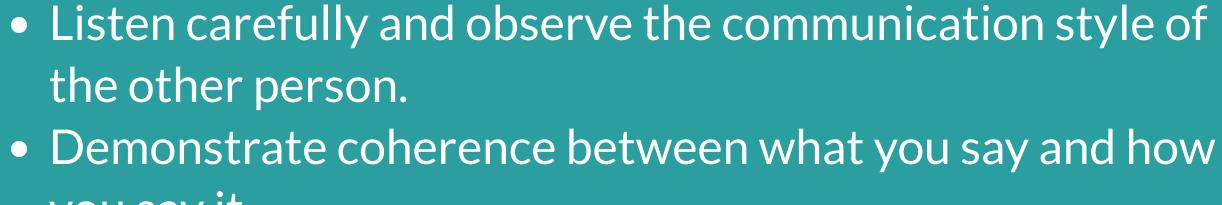
expects a coherent and intelligible

response that provides valuable

information.

OPEN

- writing in order to structure the ideas. Practice the answer to questions such as: What stands out about your career to
- make you suitable for this job? Why are you interested? What makes you different from other candidates?



• Make sure an exhaustive review is made of your profile

INDIVIDUAL

This interview is used in a more generalised way. Usually

it's conducted by someone from the Human Resources

 Take the opportunity to ask about the company and the workplace. It's a way of expressing motivation and interest in becoming part of the team.

- According to people taking part...

resolution of a problem in order to conducts the interview. It is usually bring the candidates into play. used mainly for specialist technical or managerial positions. They interview one candidate for the post at a time. Make contributions and work as a team. Focus on results efficiently and Keep in mind that each person conducts

or instant messaging.

your fingertips etc.

very limited.

but also others relating to your personality traits.

the interview according to the

Prepare answers to very technical

perspective of the position they occupy.

questions about the functions of the job,

PANEL

Simultaneously, more than one person

These use the phone, videoconferencing or even email

And increasingly common...

AT DISTANCE

• Remember that they are usually for pre-filtering candidates.

• Prepare the equipment, the place, have the documents at

• Strengthen your verbal communication, since non-verbal is

The experts recommend:

- Always prepare for the interview, review your CV and match it to the vacancy, finding out about the company in particular.
- If you can, find out what type of interview it will be, as well as details about the location, the person conducting the interview etc. This will help reduce nerves. Pay attention to verbal communication, but also to how you express yourself.
- Showing coherence between the two languages is key. Talk in a positive way about your previous experience and everything you have learned from your jobs and the people you've worked with.

WOULD YOU LIKE TO KNOW MORE?



The key moments in an interview + The job interview: how to communicate your weaknesses + The other point-of-view (video) +

